



**Mosaica Education, Inc.**

**Technology Use Policy**

**The Arts & Technology Academy**

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# **Mosaica Education, Inc.**

## **The Use of Technology**

Mosaica Education, Inc. (MEI) and this charter school have policies to guide the methods that staff, teachers and students access and use electronic resources. The following policies are in place to provide reasonable protection against contact with objectionable and questionable material, violation of copyright laws, abuse of intellectual property, vandalism, destructive behavior, misuse of public resources, violation of privacy and access rights.

MEI strongly believes in the educational value of electronic and technology services and is dedicated to promoting educational excellence by facilitating resource sharing, communication and innovation.

MEI has developed technology guidelines and policies based on common sense, decent protection of privacy rights and to ensure that the educational community has equal access to the computing network and services.

## APPROPRIATE USE OF TECHNOLOGY POLICY

*Purpose:*

*The purpose of this statement of policy is to provide our faculty, staff and students with standards and guidelines for proper computer use and practice, ethical behaviors and responsibilities. The information that follows refers to electronic mail, Internet access, computer software, data and resource materials.*

- **Censorship** – The free expression of ideas, free discussions and open inquiry are essential for effective communication and educational achievement. However the following are exceptions; the user may not use the network to access inappropriate material such as; obscene, abusive, harassment, slanderous or bigoted materials. This also includes objectionable and inaccurate or false information.
- **Intellectual Property** – This includes property rights, copyrights and patent rights. The user must respect and abide by copyright laws of software agreements and licensing and material protected by trade secrets. The user may only utilize software in accordance with the software agreements. The user will take full responsibility for messages that are transmitted with their password and responsibility for its proper use.
- **Legal Liabilities** – The copyright laws include; unauthorized copying, violations of computer security, use of computer network for private business or personal gain, academic dishonesty such as cheating and plagiarism, political campaigning and commercial use of the school's system is prohibited. Illegal acts such as cracking; hacking and tampering will constitute immediate suspension. The user should refrain from the use of sounds and visuals that may be offensive to others.
- **Security** – The user is responsible for passwords and should understand the level of protection. It is the user's responsibility to protect their access privilege. The charter school will protect and store appropriate student material. Causation and safety techniques should be taken to avoid dangerous situations.
- **User Responsibilities** – This includes controlling and managing passwords and not allowing access of unauthorized individuals. The user needs to be aware of computer viruses and take protective steps. The user may not lend, borrow, falsify or misuse their computer password. A user agreement contract must be signed by the both student and parent.
- **Resource Management** – The user should conduct responsible behavior in the areas of overuse of network capacity, overuse of connect time, storage space and excessive printing. Chain letters, excessive e-mails and playing games are not allowed. The installation of software on charter school computers is not allowed.
- **Privacy and Property** – The school seeks to protect the privacy of an individual, but reserves the right to examine the resources of any charter school student or employee. Private information such as name, phone number and address will be confidential. Users may not damage, misuse or misappropriate any school computer equipment, data or property, or cause any disruption of computing.
- **Implementation Procedures** – The user is aware that the charter school will use all safety and precautionary techniques to insure the protection of information. This includes random network policing. All users must complete and return the charter school's technology contract, the parent technology letter and the student email notification. All users will then receive a password and account for computer use and access.

- **Administration** – The school's administration and chain of command consists of the Regional Vice President, Vice President of Technology, building CAO, building Technology Specialist, Technology Committee and staff. The technological responsibilities of school's personnel is located and addressed in the Student and Staff Guidelines.
- **Enforcement** – Violations and/or abuses of the policy will be referred to the appropriate instructor, supervisor and/or staff member. Disciplinary action for any violation in the policies will be addressed by the building CAO, Vice President of Technology and the Regional Vice President. The school has the right to restrict or terminate computer use and Internet access at any time for any reason.
- **Penalties** – Violators may be subject to; the costs of damages to the networking system, written reprimand, loss of computing privileges, probationary status, suspension or expulsion, suspension or termination of employment, civil and criminal damages. Removal of suspensions and loss of computer privilege may be by appeal through the due process procedures described in the Uniform Code of Student Conduct.

### **Summary:**

This technology-based curriculum and guidelines will assist in the pursuit of the educational goals and objectives to meet the charter school's standards of excellence. It is expected that all users will cooperate and respect the effective use of the technology services. It is MEI's goal to promote the development of life-long learners with the global knowledge and the skills necessary to meet future technology challenges. It is this charter school's mission to promote a curriculum for life that will prepare students for the 21st century.

## **WEB PAGE DESIGN AND PUBLISHING STANDARDS POLICY**

### **Introduction:**

MEI encourages students, faculty, and staff to have creativity when designing personal WebPages. The charter school has provided space for these websites on its web servers. All students, faculty, and staff are required to follow the guidelines that are within this Web Design Policy and in order to publish your website have prior approval of the charter school's website coordinator. Contact the site coordinator first for any assistance in submitting your website for approval.

### **Student safety and privacy:**

- No home addresses or telephone numbers should be included on any web page.
- Student e-mail addresses should not be included on any web page.
- Student pictures should not be accompanied by full names.
- Parents must have signed an authorization to release student photos on the Internet.
- All student created pages must have strict teacher supervision.
- Student web pages should have the supervising teacher's name and teacher's e-mail address for comments.
- Student web pages should not contain links to pages outside the charter school's website.
- Documents published on the Web are public by default; users should take all precautions not to restrict information that is intended for school use only.
- Students, faculty, and staff may not sell or promote on the page or through links any product, activity or service that is inconsistent with or specifically prohibited by the Student Handbook.
- The selling of lists of students, faculty and/or staff is prohibited.
- Students, faculty, and staff should observe precautions to protect their privacy, including not publishing their phone numbers, home addresses and any other personal information that could be used to harass or endanger them.

### **Frequency of updates:**

- Date sensitive information should include a date on the page.
- All WebPages need to be updated in a consistent manner. (Ex. If the website is an informational page regarding weekly homework, the web page needs to be updated weekly.)
- A web page that has not been updated for more that 6 months will be deleted from the system.

### **Accurate and appropriate information:**

- Links should be limited to sites that have educational value.
- Student web pages should not contain links to pages outside the school's site.
- Each site should have a clearly accessible feedback link on the home page.
- School policies should be followed.
- Home page should include a link back to the school's home page.
- Definition of responsibilities for administration, staff, faculty, and students:
- All faculty, staff, and students will follow all school policies, state, and federal laws when creating their websites.
- The school does not claim to exercise editorial control over its subscriber's messages.
- The school will comply with all enforcement authorities if any of the guidelines are not complied with and the result is that a law is broken.
- Documents put on the websites must fall within the limitations of all governing copyright and libel laws.
- Teachers will oversee the application process of students submitting WebPages to be included on the school's server.
- Teachers will include their school e-mail on all student created websites.
- Approval and verification process for Internet information:
- All websites must meet prior approval of the school's website coordinator. Each school site has a site coordinator who will assist in the submission process.
- Technical specifications (e.g., size of file(s), use of video, audio, and multimedia):
- All Web documents should conform to the HTML 2.0 specification. This will allow most people to view your pages.
- All graphic elements must employ the ALT tag to provide a textual replacement for the image. This will allow people to view the website without the graphics.
- Individual staff, faculty, and student pages are limited to the 100 MB quota.
- All pages must have these elements:
  - ◆ Author
  - ◆ Date of last modification
  - ◆ URL
  - ◆ E-Mail address
  - ◆ The following disclaimers:
  - ◆ The opinions expressed here are mine and may not reflect the opinions of the school or MEI.
  - ◆ Pages should view properly in at least Netscape and Internet Explorer, and should not require a plug-in for viewing.
  - ◆ Video and audio files may not be too large to pose a problem for persons to download pages.

## **CODE OF ETHICS IN TECHNOLOGY**

### **Introduction:**

This MEI Charter School is an academic community dedicated to creating and maintaining an environment for learning that promotes respect, integrity, and human diversity. In keeping with this commitment, Computing resources are available to faculty, staff and students. These resources include educational and communication facilities, disk storage, selected software. Access and usage to these facilities mandate responsibilities inherent to this trust.

- User will not use computer or network services to obtain copies or modify files, passwords belonging to others, or attempt to gain network privileges to which you are not entitled.
- User will not interrupt programs that protect data or secure systems, attempt to do so, or run programs that identify passwords and codes.
- School policy, local and federal law prohibit communication that include obscenity, defamation, threats of violence, harassment based on sex, race, disability, anonymous or repeated messages designed to annoy, abuse or torment, and disruption of academic environment.
- Academic dishonesty and integrity prohibit actions that include using someone else's work, allowing someone to do your work, several people working on a paper and submitting it individually without proper acknowledgement, plagiarism
- The user is responsible and accountable for all activities related to the school's computing facilities. No one shall endanger the integrity, performance or reliability of the school's equipment, software (programs, routines, procedures, personal computers and workstation) and other information.
- User will respect copyright laws and will not make unauthorized copies of copyrighted software. Reproduction, and installation of any licensed software on school equipment has to be approved by the school administrative team and software-licensing guidelines must be followed.
- User is responsible for reporting security violation, unauthorized use of their account, theft, and vandalism. Vandalism includes uploading, downloading or creating computer viruses, and attempts to harm or destroy school equipment, materials, or data of any user.
- User will not read other people's email or files without permission. Users will not interfere with other users' ability to send or receive email, nor delete, copy, modify or forge other users' email and data.
- All communication and email will follow netiquette guidelines. Email will be short, have proper salutation, and spamming and flaming are prohibited under school policy.



## **Acknowledgement Forms**

The following Acknowledgement Forms allow the school to have a record of parental, student and employee consent and understanding. A universal understanding and agreement of the policies, guidelines and procedures among the school community protects the students and staff from an unsafe and inappropriate technological working environment. All forms should be filed in the student's permanent record folder.

**Mosaica Education, Inc.****Letter to Parents**

This Mosaica Education Charter School is offering Internet access, computing network, electronic communication services and technology facilities to its students, teachers and staff. Students and teachers will have access to email, libraries, information research and news. We believe that this technology will prepare our student for the 21st century and the technology and information age.

Due to the nature of electronic communication and the lack of privacy on the Internet, the user and parent need to be aware and guard themselves against illegal and inappropriate actions on the network

Students, teachers and staff are required to attend training regarding school procedures, ethics, and security involving the use of the Internet and email before receiving an account and password to use the school's computer system.

It is important to note that the use of the network is a privilege, not a right, which may be revoked at any time after violation of the school's policy. All users should be aware that computer crime and abuse may lead to prosecution under local, state and federal law. After completing procedural training, all students in the school must sign a contract indicating parental approval.

Please read this letter carefully. When signed, this acknowledgement of electronic services, including access to the Internet, will become part of your child's permanent record file.

Student's Name (please print): \_\_\_\_\_

Parent/Guardian's Name (please print): \_\_\_\_\_

Parent's/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Mosaica Education, Inc.**

**Student Internet Contract**

**Elementary School Level**

**Student's Name (please print):** \_\_\_\_\_ **Grade:** \_\_\_\_\_

1. I will follow the school's rules for appropriate use of web page, Internet access and email guidelines.
2. I will be trained in appropriate use of media equipment and will only use it with adult supervision and authorization.
3. I will use the Internet for educational purpose only, in a safe and ethical manner.
4. I will be responsible and tell a teacher if the equipment is misused.
5. I will not use chat rooms or email except for educational purposes and only as approved by my teacher.
6. I will not cheat or use someone else's work as my own
7. I will follow netiquette rules:
  - Be polite
  - Use appropriate language
  - Follow copyright laws
  - Keep personal information private
  - Do not disrupt others

**Student's Name (please print):** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

**School Name:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## **Student Internet Contract Parental Authorization**

**Parent or guardian of student under the age of 18 must read and sign this agreement**

As the parent /guardian of this student I have read the appropriate use of technology policy, the code of ethics in technology, web page design, publishing standards policy and this contract. I understand that this access is designed for educational purposes only. MEI and this school have taken precautions to eliminate controversial material. However, I also recognize that it is impossible for the school to restrict access to all controversial material and will not hold the school or Mosaica Education, Inc. responsible for data acquired on the web.

☐ **No, I do not give permission** for my child to participate in the school's electronic communication and computer system.

☐ **Yes, I give permission** for my child to participate in the school's electronic communication and computer system. I accept full responsibility for the supervision if and when my child uses the system at home or outside the school setting. In consideration for the school allowing my child to access the school's computer systems, email, Internet, and public networks, I release the school, Mosaica Education, Inc., its staff, and any institutions with which they are affiliated from any claims and damages of any nature arising from my child exposure, or inability to use, the system, including damages stated under the school's acceptable use policy and administrative regulations.

**This form must be signed and returned to the school prior to student authorization to use computers or the Internet at the school site. This form will be kept in the student permanent record folder. This agreement must be renewed every school year.**

*We have read the school's acceptable use policy, the code of ethics in technology, web page design and student publishing guidelines and by signing below, both parent and student agree to the terms of this policy.*

Parent/Guardian name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student's Name (please print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

Home phone number: \_\_\_\_\_ Work phone number: \_\_\_\_\_

### **Parent's Permission for the Publication of Student Work/Pictures**

I understand realize that the school may wish to publish examples of student's works, projects, and photographs on an Internet accessible web server. Please check one of the options below understanding that this information is accessible by anyone who can access the Internet.

- ☐ I give permission for my child's work and photographs of my child with his/her Initials can be published on the Internet
- ☐ I would prefer that my child's work, picture, and initials not be published on the Internet

Parent/Guardian's Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### **Sponsoring Teacher**

Teacher's name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I have read the school's policy; use policies and this contract and agree to encourage this agreement with the student. Because the student may use the Internet and computer system for personal work or other classes, I cannot be held responsible for student use of the network. As the sponsoring teacher I agree to teach the student acceptable technology use policies and proper netiquette rules.

Mosaica Education, Inc.

## Student Internet Contract Middle School Level

**Student's Name (please print):** \_\_\_\_\_ **Grade:** \_\_\_\_\_

The purpose of this contract is to ensure that students enrolled in this school understand their responsibilities when using the Internet, email, web page design, and network resources. In addition to this contract, students are responsible for reading, understanding, and following the school's technology code of ethics, acceptable use of technology policy, web page and publication policies.

- 1) Students will use the school's network system for educational purpose only to conduct research and complete class assignments, projects and homework, and to investigate appropriate personal interests.
- 2) Students will limit their inquiry to educational sources and will not attempt to connect or break into restricted and unauthorized sites.
- 3) The school leadership team has the right to place reasonable restrictions on material accessed or posted through the school's network system.
- 4) The school reserves the right to monitor and view data, file and electronic communication stored on the school's network system.
- 5) Students email accounts are issued only through teacher request. Any account activation requires a signed contract by the parent/guardian and student.
- 6) Students will follow netiquette guidelines and remain polite, and decent in all communication and activities on the network.

As a user of school's computer network system, I understand and agree to comply with the terms and condition above. I will accept full responsibility for reporting any misuse of the network. As a user of the school's computer network system, I understand and agree to comply with the terms and condition above. I understand that should I commit any action that violates school policy and this contract, my privileges may be revoked, and other disciplinary actions may take place.

### **Acceptable student uses**

- Students will not attempt to gain access to any computer system, email, file or data without permission from the supervising staff person
- Students will not attempt to purposely disrupt, destroy or change data by spreading viruses or by any means. No vandalism or destruction of school computing equipment will be tolerated.
- Students will not use the network for illegal, obscene or inappropriate activities including harassment of any kind and sexually oriented information. No dangerous sites are to be accessed.
- Students will not use the network for personal gain, advertisement, to provide or purchase products or services.
- Students will not use the network for political campaign, but will be allowed to communicate with elected governmental officials.
- Students will not share addresses or other personal information about other users that may be inappropriate through the school's network system.

**Plagiarism and copyright infringement**

- Students will respect the right of copyright laws and will not reproduce work protected by a copyright.
- Students will not copy work they find on the net and use it as their own or use other classmate's work and cheat

**School Web page**

- Students will follow school policies and guidelines on web page design and publication.
- All information posted on the school web page must be approved through written request before the Webmaster posts.
- Permission from parents/guardian will be requested prior to posting student work on the school's web page.

As a user of the MEI school's computer network system, I understand and agree to comply with the terms and condition above. I will accept full responsibility for reporting any misuse of the network

**Definitions**

**Illegal activities** include any violation of technology policy usage under school, state, and federal law.

**Obscene activities** include retrieval, access, copy, storage and sharing of sexually explicit material through the school's network system

**Inappropriate use** includes activities outside the policy deemed inappropriate or unsafe by the supervising staff.

**Dangerous information** refers to information that can cause damage, danger by advocating violence and hatred or cause the disruption of the school's community mail.

Student's Name (please print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_

School Name: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## **Student Internet Contract Parental Authorization**

**Parent or guardian of student under the age of 18 must read and sign this agreement**

As the parent /guardian of this student I have read the appropriate use of technology policy, the code of ethics in technology, web page design, publishing standards policy and this contract. I understand that this access is designed for educational purposes only. The school's technology team has taken precautions to eliminate controversial material. However, I also recognize that it is impossible for the school to restrict access to all controversial material and will not hold the school or Mosaica Education, Inc. responsible for data acquired on the web.

☐ **No, I do not give permission** for my child to participate in the school's electronic communication and computer system.

☐ **Yes, I give permission** for my child to participate in the school's electronic communication and computer system. I accept full responsibility for the supervision if and when my child uses the system at home or outside the school setting. In consideration for the school allowing my child to access the school's computer systems, email, Internet, and public networks, I release the school, Mosaica Education, Inc., its staff, and any institutions with which they are affiliated from any claims and damages of any nature arising from my child exposure, or inability to use, the system, including damages stated under the school's acceptable use policy and administrative regulations.

**This form must be signed and returned to the school prior to student authorization to use computers or the Internet at the school site. This form will be kept in the student permanent record folder. This agreement must be renewed every school year.**

*We have read the school's acceptable use policy, the code of ethics in technology, web page design and student publishing guidelines and by signing below, both parent and student agree to the terms of this policy.*

Parent/Guardian name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

Home phone number: \_\_\_\_\_ Work phone number: \_\_\_\_\_



**Parent's Permission for the Publication**  
**of**  
**Student Work/Pictures**

I understand realize that the school may wish to publish examples of student's works, projects, and photographs on an Internet accessible web server. Please check one of the options below understanding that this information is accessible by anyone who can access the Internet.

- ☐ I give permission for my child's work and photographs of my child with his/her Initials can be published on the Internet
- ☐ I would prefer that my child's work, picture, and initials not be published on the Internet.

Parent/Guardian name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Student Email ~ Request for Service**

I certify that the following student requires an email account on the MEI school Internet system in order to fulfill my class curriculum requirements. The student has completed Internet training and has the permission from his parents/guardian to receive this service and requisite permission slips are on file in the student's permanent record folder.

Student name (please print): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Staff Name (please print): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Staff Signature: \_\_\_\_\_

### **Student Safety Tips for Internet and Email Use**

- Do not share your account or give out your password to others
- Keep your identity private
- Never get together with someone you met on line
- Never respond to email, chat comments, or newsgroup messages that are hostile, inappropriate, or in any way make you feel uncomfortable
- Talk to your parent about their expectation of Internet use

### **Netiquette Tips for Electronic Communication**

- Have a subject, stay within the topic discussed, and keep it short and focused.
- Do not use capital letters because it means that you are shouting at others.
- Do not engage in flaming because it can be offensive to others especially in newsgroup setting
- If you have a signature like a quote or a joke, keep it 3 to 4 lines only.
- Do not engage in spamming because you are being rude and wasteful.
- Limit the mailing list you subscribe to because it can become overwhelming
- Erase messages that you don't need.
- Always remember that emails are not private so keep personal sensitive information out of it.
- Check the return address and don't make a fool of yourself
- Proper salutation and greetings, and good punctuation make it easier to understand the message
- Don't use regional information that someone else does not understand. Be culturally sensitive in your communication.

### **Parent Guidelines**

- Talk to your child about what they can do or not do on the Internet
- Be open with your child and encourage them to come to you if they find inappropriate, obscene, hateful communication and information on line.
- Learn everything about the Internet.
- Check out blocking, filtering and ratings and invest in it if you approve.
- Monitor your child's exposure and activity on the net while at home or under your supervision
- Do not allow your child to isolate himself/herself from others and have long unsupervised access to the Internet.
- Reinforce at home safety tips for Internet use.

*As a reminder it is not advisable for students to engage in long hours of unsupervised time online*

**Consequences of Violation Acknowledgement/Contract****Student's Name** (please print): \_\_\_\_\_**School:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I have read and understand the provisions regarding the appropriate use of technology policy, the code of ethics in technology, web page design, publishing standards policy and agree to be subject to the following steps of discipline in the event I am found to be in violation of these policies. Discipline will be based on the type and gravity of the violation.

- Suspension of information network access
- Revocation of information network access
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer access
- Revocation of computer access
- School suspension
- School expulsion
- Legal action and prosecution by the law

**Student's Signature:** \_\_\_\_\_**Social Security Number:** \_\_\_\_\_ **Grade:** \_\_\_\_\_**Parent/Guardian's Name:** (please print): \_\_\_\_\_**Parent/Guardian's Signature:** \_\_\_\_\_

## **Employee Section**

### **Distribution of Equipment and Technology Use Policy**

By keeping a record of equipment distributed to employees, the school will be better able to control and account for equipment on loan to employees and employees will understand their accountability in maintaining school equipment. By signing an acknowledgement of understanding regarding the use of technology and ethics the employee demonstrates their agreement to only use services provided through the school for professional purposes and primarily to benefit students.

All signed forms and acknowledgements should be filed in  
Employee's Personnel File

**Ethics**

- I will only use the network and services for the purpose of my employment.
- Authorized functions will include: log on identification, password, workstation identification, user identification, and file's protection procedures.
- I will not disclose sensitive and security information related to the system and will not release or share unauthorized and personal information about others or myself over the system.
- I have read the policies on ethics and e-mail communication.
- I have read and will follow the policies for web page design.
- I agree to follow all laws; policies and procedures related to security, copyright, privacy, licensing, and computer ethics rules as described under the school guidelines.
- If I witness any policy violation with the terms of this agreement, it is my responsibility to report them through appropriate channels.
- I understand the terms of this agreement and accept responsibility for following the school's ethics code for technology use. Furthermore, I understand that should I violate this agreement, I will be subject to disciplinary action and possibly legal prosecution.

As an employee of this Mosaica Education, Inc. Charter School, I agree to abide by the terms outlined above regarding technology use and ethics.

Employee name (please print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

School: \_\_\_\_\_ Dept. or Class: \_\_\_\_\_